

## INSTRUCTIONS

A Radio Telephone Ticket must be made out for all calls handled on vessels under Radio Telephone contracts with Mackay Communications. If more than one person aboard is licensed to operate the equipment, the Chief Radio Officer should seek the cooperation of all such persons and of the Master to guarantee that all calls are handled in conformity with F.C.C. Regulations, and are recorded in the log and on Telephone Tickets. Steps should be taken when necessary to insure against operation of the station by unauthorized or unlicensed persons.

Please endeavor in all cases to obtain the correct charges to be credited to the Coast Station and the land telephone system, and enter the charges in the appropriate spaces on the ticket. If in doubt as to the charges, always check with the shore operator after the call is completed. Indicate by check mark in the spaces provided whether the tolls were paid by the party making the call, or are to be billed by Mackay Communications to the shipowners at the end of the voyage. Write "COLLECT" across the charge box if the charges for the call were reversed.

The completed Radio Telephone Tickets are to be listed on the Radio Traffic Statement (Form DPM-37) and forwarded together with the statement and all cash collected, to Mackay Communications at the end of the voyage.

If the Radio Telephone equipment is serviced by Mackay Communications, but NOT covered by a traffic contract, use forms and procedure prescribed by the steamship company.